

MANSFIELD PUBLIC SCHOOLS

Job Description

TITLE: Pre-K - 8 Mathematics and Science Consultant

QUALIFICATIONS:

1. Valid teacher certification per CT State Regulations.
2. A minimum of three (3) years successful Mathematics or Science classroom teaching in grades K-8 (preferred).
3. Additional curriculum leadership responsibilities.

REPORTS TO: Superintendent

SUPERVISES: Not applicable

JOB GOAL: The Pre-K – 8 Mathematics/Science consultant will provide leadership in developing and implementing appropriate curriculum and instruction that will enable each student in the district to master the mathematics and science skills appropriate to age, grade level and individual needs.

1. Provide leadership to the Mathematics and Science Curriculum Teams to ensure a cohesive program, aligned with state and national standards, exists across grades and schools within the Mansfield District.
2. Coordinate the development, revision, administration, evaluation, analysis and interpretation of curriculum assessment instruments and provide analysis of student performance data from local and state assessments.
3. Support the development of the intervention and enrichment components to the curriculum.
4. Promote the integration of other subjects with the mathematics and science curricula.
5. Provide support for the teaching of mathematics and science according to the standards set by the State of Connecticut.
6. Aid teachers in lesson planning by recommending resources and strategies.
7. Model appropriate instructional strategies within classrooms (including the use of technology) and provide coaching support to teachers.
8. Maintain expertise in best practices of instruction and assessment of student learning in mathematics and science.
9. Provide information and journals and encourage staff to join professional organizations and attend conferences to keep current.
10. Plan and conduct staff development programs at the building and/or district level.
11. Assist teachers in diagnosing specific skill deficits and strengths of students and designing appropriate programs to meet those needs
12. Assist in developing modifications of student programs, including 504, Title I, and SRBI teams.

(Over)

Pre-K - 8 Mathematics and Science Consultant continued:

13. Aid teachers in appropriate placement of students for instructional purposes.
14. Facilitate meetings with teachers and parents to plan appropriate programs for individual students as necessary.
15. Facilitate the exchange of ideas between teachers at different grades and across schools within our district, in surrounding towns, and Region 19.
16. Provide information to the public and Board regarding the mathematics and science curricula and related issues.
17. Represent the district at EASTCONN curriculum meetings.
18. Collect and analyze data on implementation of curriculum programs to identify areas of strengths/weaknesses and recommend revisions to curricula and adjustments to instruction.
19. Write reports and maintain records as assigned by the administrators.
20. Assist in the preparation of the budget and securing materials relating to the mathematics and science programs.

Revised 2.29.2016